

**COOKEVILLE CITY COUNCIL  
REGULAR MEETING  
AUGUST 15, 2013  
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, August 15, 2013, at 5:30 p.m., in the Municipal Building, 45 East Broad Street. Mayor Swallows called for a moment of silent prayer, and led the audience in the Pledge of Allegiance. Mayor Swallows then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

Also present: Jim Shipley, City Manager; Cathy McClain, City Clerk and Dan Rader, City Attorney.

**CONSIDER APPROVAL OF  
AGENDA AS PRESENTED**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the agenda as submitted. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**OLD BUSINESS:**

**CONSIDER APPROVAL OF  
MINUTES OF COUNCIL  
MEETING HELD ON  
AUGUST 1, 2013**

Councilman Anderson made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Councilman Woodford. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL  
MINUTES  
AUGUST 15, 2013

Mayor Swallows recognized Jeff Crain, Wastewater Collection Foreman, for a good deed done as follows:

From: Tim Richardson [mailto:tim@enlivenpartnership.com]  
Sent: Monday, August 12, 2013 12:42 PM  
To: Ronnie Kelly  
Cc: Matt Swallows; Jim Shipley  
Subject: Praise for Jeff Crain, Wastewater Collection Foreman

Dear Mr. Kelly,

I just wanted you to know what a fine thing one of your colleagues, Jeff Crain, did for me and my family this past Thursday. My wife and I were pulling a trailer with some furniture to our cabin near the Big South Fork. Just west of Cookeville, on I-40, one of the tires on our trailer blew out. I crept along the side of the highway to the first exit, which I believe was the Baxter Road exit. I parked out of the way and began to investigate the damage and try to resolve the matter. About this time, my two boys, who were following us in another vehicle, pulled in next to me to help, too. The trailer wheel lug nuts are a different size from those on my vehicle and from those on my son's vehicle. So, our lug nut wrenches would not fit the trailer lug nuts, and we quickly determined that we had a bigger problem on our hands than we originally thought.

About this time, Mr. Crain happened by and stopped to see if he could help. Boy did he! He quickly noticed that my trailer wheel was a Chevy model and then promptly went back to his house about a 1/2 mile away to get a spare Chevy wheel and tire that he happened to have on hand. He also brought a universal lug wrench and his hydraulic jack. In just a few short minutes, he had my old tire off and the new tire on. He even gave my son his universal lug wrench so that we'd all be better prepared if something like this happened again. Mr. Crain did not want to accept any payment from me, but I insisted. His motivation was clearly just to be a good samaritan, to do a good deed for a stranger in need. If we had to pay for road side assistance and a new tire, I'm sure that it would have cost a lot more than I got Mr. Crain to accept.

I already had a favorable opinion of Cookeville as a town, but now I have an even more favorable opinion of your fine city. I should also mention that Mr. Crain still had his city uniform on and was driving a city

truck. He mentioned that he had just put in an extra long shift at work (b/c of all the recent rains, I suppose). So it was clear to us all that the city of Cookeville is able to attract and keep fine people on the payroll! Kudos to you for that.

Mr. Crain is a good example to me and to my sons. My family and I will pay his good deed forward. In this way, Mr. Crain has made a positive difference in our lives and in the world at large, for which I am very grateful.

Please pass this note along to Mr. Crain, as I did not get an email address for him.

Best,  
Tim

CONSENT AGENDA:

CONSIDER AWARDDING BID  
FOR ANNUAL VEHICLE  
SERVICING – ALL DEPTS.

CITY OF COOKEVILLE  
BID TABULATION SCHEDULE

VEHICLE SERVICING (1 YEAR)

DATE OF BID OPENING: 8-12-13 TIME: 10:00 A.M.  
BIDS OPENED BY: CATHY MCCLAIN, CITY CLERK  
BIDS WITNESSED BY: TRILBY LEACH & KIM HENDERSON – TAX DEPT.  
DEPARTMENT: ALL CITY DEPTS.

BIDDERS	OIL CHANGE (up to 6 qts)					
CLEAN-CARE AUTOCARE MOBIL 1 LUBE EXPRESS	\$18.90					
HAVOLINE XPRESS LUBE	\$22.95					
EXPRESS OIL CHANGE	\$25.99					

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM CLEAN-CARE AUTOCARE MOBIL 1 LUBE EXPRESS  
BE AWARDED FOR THE FOLLOWING REASON: LOW BIDDER MEETING SPECIFICATIONS  
n/a  
RECOMMENDED: DEPARTMENT HEAD  
BUDGET AVAILABILITY: FINANCE DIRECTOR

APPROVED: CITY MANAGER

COOKEVILLE CITY COUNCIL  
MINUTES  
AUGUST 15, 2013

CONSIDER AWARDING BID FOR  
PAVING & ASPHALT MIX  
(6 MONTHS) – PUBLIC WORKS  
DEPARTMENT

CITY OF COOKEVILLE  
BID TABULATION RECORD

PAVING AND ASPHALT MIX  
6 MONTH CONTRACT

DEPARTMENT: Public Works  
BIDS OPENED BY: Tracy Meggs  
OPENING WITNESSED BY: Blake Herron  
DATE OF BID OPENING: August 6, 2013  
TIME OF BID OPENING: 10:00 AM

BIDDERS	COMPLETE IN PLACE - PRICE PER TON				CITY PICK UP	
	GRADE D	GRADE E	GRADE A	B-MOD	411 E	COLD MIX
HIGHWAYS, INC.	\$82.90	\$74.90	\$64.90	\$66.90	\$66.00	\$88.00
LOJAC ENTERPRISES	\$93.50	\$83.50	\$69.00	\$80.00	\$70.00	\$80.00

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM HIGHWAYS, INC. - (LOJAC FOR COLD MIX)  
BE AWARDED FOR THE FOLLOWING REASON: LOW BIDDER

  
RECOMMENDED: DEPT. DIRECTOR

  
BUDGET AVAILABILITY/FINANCE DIR

  
APPROVAL: CITY MANAGER

CONSIDER AWARDING BID FOR  
MINERAL AGGREGATE  
(6 MONTHS) – PUBLIC WORKS  
DEPARTMENT

CITY OF COOKEVILLE  
BID TABULATION RECORD  
ROCK  
6 MONTH CONTRACT

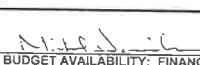
DEPARTMENT: Public Works  
BIDS OPENED BY: Tracy Meggs  
OPENING WITNESSED BY: Blake Herron  
DATE OF BID OPENING: August 6, 2013  
TIME OF BID OPENING: 10:00 am

BIDDERS	CRUSHER RUN	#57 STONE	2 INCH ROCK	3 INCH ROCK	CLEAN RIPRAP	PUG MIX	SHOT ROCK	DELIVERY COST
ROGERS GROUP	\$8.00	\$10.50	\$9.50	No Bid	\$11.50	\$8.50	\$8.00	\$3.50
VULVAN MATERIALS	\$8.00	\$13.00	\$13.00	No Bid	\$13.00	\$8.00	\$8.00	\$3.75

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM ROGERS GROUP AND VULCAN

BE AWARDED FOR THE FOLLOWING REASON: LOW BIDDER

  
RECOMMENDED: DEPT. DIRECTOR

  
BUDGET AVAILABILITY: FINANCE DIRECTOR

  
APPROVAL: CITY MANAGER

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the consent agenda items as submitted. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL  
MINUTES  
AUGUST 15, 2013**

**NEW BUSINESS:**

**RECEIVE FINDINGS &  
RECOMMENDATIONS  
OF THE CLASSIFICATION/  
BENEFITS/COMPENSATION  
STUDY AND AUTHORIZE  
THE CITY MANAGER TO  
IMPLEMENT NEW SALARY  
PAY PLAN**

Steve Thompson, Vice-President of Burris, Thompson & Associates in Nashville, TN, gave a detailed report & Jim Shipley, City Manager, explained the step-by-step process of this study & approximate cost of \$584,568.00 to implement this new salary pay plan to attract and retain valuable employees (tenure & performance based).

**The Summary of Activity**

- Contract approved January 29, 2013.
- Fact Finding – Meetings were held with Employees, Focus Groups and Directors.
- Job Analysis – The consultant reviewed all job descriptions and employee questionnaires, compiled Comparative Market Data, and submitted his first draft.
- Eleven employee meetings were held this week to give all interested employees an overview of the new plan.

Councilman Anderson made a motion, seconded by Councilman Woodford, to authorize the City Manager to implement the new salary pay plan from Burris, Thompson & Associates effective 10-1-13. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**HOLD A PUBLIC HEARING  
AND CONSIDER ON FIRST  
READING ORDINANCE  
#O13-08-11, PROVIDING A  
TAX LEVY FOR THE 2013-  
2014 FISCAL YEAR**

Mike Davidson, Finance Director, gave a detailed report as follows (no tax rate increase):

General Fund	\$0.79
General Obligation Debt Service Fund	0.06
Economic Development Fund	0.04
Quality of Life Fund	0.01
<b>Total</b>	<b>\$0.90</b>

**COOKEVILLE CITY COUNCIL  
MINUTES  
AUGUST 15, 2013**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on first reading Ordinance #O13-08-11. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**HOLD A PUBLIC HEARING  
AND CONSIDER ON FIRST  
READING ORDINANCE  
#O13-08-12, AUTHORIZING  
APPROPRIATIONS FOR  
FINANCIAL AID TO PUBLIC  
SERVICE, NONPROFIT,  
AND CHARITABLE  
ORGANIZATIONS FOR THE  
2013-2014 FISCAL YEAR**

Mike Davidson, Finance Director, gave a detailed report.

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on first reading Ordinance #O13-08-12. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**HOLD A PUBLIC HEARING  
AND CONSIDER ON FIRST  
READING ORDINANCE  
#O13-08-13, MAKING  
APPROPRIATIONS FOR  
THE VARIOUS FUNDS,  
DEPARTMENTS, AND  
AGENCIES OF THE CITY  
OF COOKEVILLE, TN  
FOR THE 2013-2014  
FISCAL YEAR**

Mike Davidson, Finance Director, gave a detailed report.

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on first reading Ordinance #O13-08-13. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL  
MINUTES  
AUGUST 15, 2013**

**CONSIDER ON FIRST READING  
ORDINANCE #O13-08-14,  
AMENDING TITLE 18,  
CHAPTERS 1 & 2 OF THE  
COOKEVILLE MUNICIPAL  
CODE, PERTAINING TO  
WATER & SEWER RATES**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on first reading Ordinance #O13-08-14. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**HEAR MAYORAL  
APPOINTMENT TO THE  
PUTNAM COUNTY SENIOR  
CITIZENS BOARD OF  
DIRECTORS**

Mayor Matt Swallows announced his recommendation of the appointment of Randal Petrie to the Putnam County Senior Citizens Board of Directors.

Councilman Vice-Mayor Epps made a motion, seconded by Councilman Anderson, to appoint Randal Petrie to the Putnam County Senior Citizens Board of Directors. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**HEARING OF CITIZENS AND/OR DELEGATIONS:**

No one spoke at this time.

There being no further business to discuss, Councilman Woodford made a motion, seconded by Councilman Albrecht, to adjourn the meeting at 7:05 p.m. Upon call for a vote, the following voted aye:

Mayor Matt Swallows  
Vice-Mayor Larry Epps  
Councilman Alma Anderson  
Councilman Connie Albrecht  
Councilman Jim Woodford

The City Clerk announced that the motion carried.

ATTEST:

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Matt Swallows, Mayor

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Cathy McClain, City Clerk